

**Davis, Minh-Tam**

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**From:** Pronk, Jake (Chugach)  
**Sent:** Monday, August 04, 2003 7:27 AM  
**To:** TC1600  
**Cc:** Stanton, Brian  
**Subject:** UPDATE: Mandatory Training on Reach Through Claims  
**Importance:** High  
**Follow Up Flag:** Read  
**Due By:** Monday, August 04, 2003 11:00 PM  
**Flag Status:** Flagged


This is to notify you that a training module entitled " **Reach Through Claims**" will be presented beginning the first week of August. This training is ***Mandatory*** for all examiners in TC 1600

There will be a total of at least seven (7) sessions and you are free to select any training session that is convenient for you.

All training classes will take place in the Patent Academy, Room 1.

The first four (4) classes are scheduled as follows:

Thursday, August 7 from 9:30 AM to 10:30 AM

 Thursday, August 21 from 9:30 AM to 10:30 AM

Wednesday, August 27 from 9:30 AM to 10:30 AM

Thursday August 28 from 9:30 AM to 10:30 AM

In addition, there will be one class in early September and two (2) classes to be offered in October. The times of these three sessions will be announced next week.

You will need to sign up for the session of your choice. Sign up sheets for the first four sessions are located on the 6<sup>th</sup> floor in the Elevator Lobby. Each session will hold approximately 75-80 attendees and will be available on a first come/first serve basis.

In addition to the seven scheduled sessions, there will be a make-up session if necessary.

One (1) hour of other time is provided for this training.